BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR FORCE INSTRUCTION 24-302

AIR NATIONAL GUARD
Supplement 1

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TRANSPORTATION

VEHICLE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

Air Force Instruction **(AFI) 24-302,** *Transportation Vehicle Maintenance Management,* **1 February 2005, is supplemented as follows**. This supplement aligns Air National Guard (ANG) vehicle maintenance policy with current Air Force policy. It establishes organization alignment for ANG vehicle maintenance/operations functions and policy on primary and assistance on maintenance priorities. It provides guidance on maintenance analysis, vehicle out of commission (VOC) accounting, and policy information on the use of BPAs and GPC. It provides ANG units with organizational user codes. This supplement establishes policy, prescribes procedures, and describes responsibilities for maintaining all motor vehicles owned or operated by ANG organizations. These procedures will assist vehicle maintenance managers in providing safe and reliable vehicles for use by base organizations.

1.4.1.1. (Added) Maintenance Operating Instructions (MOIs) will be developed to cover unit unique operations. A master file (hard copy) of the MOIs will be maintained in a central location of the vehicle maintenance facility and be readily available to all personnel.

1.10.2.1. (Added) ANG Units may utilize the wrecker as their Mobile Maintenance Vehicle.

1.10.5. If required repairs are beyond mobile maintenance capabilities, request wrecker assistance from vehicle operation/vehicle maintenance.

1.14.5.5. (Added) ANG Fuel Consumption Data Requirement. Because of the EPAct and EO 13149, the AF must meet certain mandates concerning the acquisition and use of AFVs. Unfortunately neither OLVIMS nor FAS is currently configured to accumulate all the mandated information. This policy is necessary to provide the total AF vehicle petroleum consumption numbers. These will be compared to the 1999 baseline to determine compliance with the EPAct and EO.

1.14.5.6. (Added) Vehicles Owned and Tracked in OLVIMS. It is necessary that every effort be made to capture fuel purchases (to include registration number, fuel quantity and fuel cost) and input that data into OLVIMS. The following are examples of measures taken to ensure the capture of this data:

1.14.5.6.1. (Added) Normal D22 (Materiel Transaction Listing) fuel data.

1.14.5.6.2. (Added) FAS transactions.

1.14.5.6.3. (Added) Credit Card receipts.

1.14.5.6.4. (Added) Manual logs from non-automated fuel stations and bulk issue dispensing tanks.

1.14.5.6.5. (Added) Operators tracking and reporting to fleet or VM&A

1.14.5.6.6. (Added) Alternative Fuel purchased off base inputted into OLVIMS will follow standard procedures of AFCSM 24-1.

1.14.5.6.7. (Added) Reporting of alternate fuel totals will be forwarded to ANG Logistic Readiness Division, Distribution Branch, Vehicle Management Section (ANG/LGRDV) by the tenth of October/January/April/June for the previous quarter. ANG/LGRDV will consolidate base data and forward to VEMSO by the 15th of October, each Fiscal Year. The following reporting format will be used for alternative fuel entered into OLVIMS (for dual, flex, or bi-fuel vehicles).

1.15.1. ANG units collocated or consolidated. A memorandum of agreement or MOI shall be drawn between units detailing duty section services that are provided by the host unit. The host unit VFM/VMS shall have administrative control over tenant units.

1.23. **MAJCOM Triennial Vehicle Validation. NOTE**: (Added) ANG Logistic Readiness Division, Distribution Branch (ANG/LGRD) will schedule as required or if a unit request assistance.

2.9.5. **NOTE** : Upon notification of tasking ANG/LGRDV will provide guidance on TMSK requirements.

2.11.10. (Added) The units LGX office will program for funds to maintain WRM assets IAW AFI 25-101 and ANG Logistic Readiness Contingency Operations (ANG/LGRQ) policy.

2.11.11. (Added) WRM vehicle stored at ANG location can be used for day-to-day operation as long as the wing funds for any repairs. Units that have WRM asset will do an operational check and operate the vehicle at least quarterly to ensure these vehicles are in working condition. Units that have like assets will establish a rotation program not to exceed one year at a time on the vehicles.

3.8.6.1. (Added) Authority to exceed the one-time repair limit approval is delegated to the VFM/VMS. Major repairs on excess vehicles in allowance source codes 054 and 048 will not be accomplished without written approval from ANG/LGRDV.

3.9.42.1. (Added) Vehicles that have seasonal application will be thoroughly inspected and repaired as necessary during the off-season months. Units will have a repair plan in placed and will be written in the form of an OI. This plan will include PM&Is and annual inspection.

3.10.1.1.5. (Added) Owning organizations will transfer funds for parts and special tools required.

3.11.1. (Added) As a minimum, a cost analysis will be conducted to determine the most economical way to repair/service equipment before acceptance of maintenance responsibilities.

3.13.3. Maintain the completed AF IMT 171s certifying "Maintenance Purpose Use Only." They can be filed in the individual's training records, AF 623 within the vehicle maintenance flight.

3.17.1.1. (Added) Vehicle maintenance is encouraged to use over-the-counter procurement of batteries on an exchange basis to minimize hazardous waste disposal and take advantage of standard warranties offered by commercial sources.

3.18. **Customer Service Center (CSC). NOTE:** (Added) The establishment of a formal CSC is optional to the ANG. However, if established the VFM/VMS is responsible for designating the POC.

3.31.4. (Added) The VFM/VMS may retain DRMS bound vehicles for the purpose of parts reclamation when a valid need is expected within a 90-day period. Vehicles will not be retained longer than 90 days after receipt of replacement vehicle or disposal instructions. Notify REMS monitor to place vehicle retained for reclamation in status code "E", ASC Code 000 (excess). Establish a 90-day suspense. ANG/ LGRD grants approval for critical vehicles.

3.33.3. (Added) Vehicle Management and Analysis will ensure requirement for TO/TCTO series is established on all assigned vehicles.

3.36.1. (Added) ANG/LGRD is the only approval authority for instructing a unit to ship a vehicle in "as is" condition within the ANG.

4.2.12.2. (Added) It is the responsibility of the Host SRAN (Unit) to ensure that all data for OLVIMS, and AFEMS is capture and reported for GSUs when their isn't a full time VM&A personnel assigned and they do not have an OLVIMS site code. The GSU will provide all requested data to the host when asked to provide it.

4.3. **Vehicle Control Program.**

NOTES:

3. (Added) ANG GSUs will have a VCP when vehicles are assigned to another section or user.

4. (Added) VM&A will maintain a complete and current list of all personnel assigned as unit Vehicle Control Officers/Non-Commissioned Officers.

5. (Added) Due to manpower constraints, the VFM may assign the VCO program to Vehicle Operation based on the workload of the VM&A.

4.3.1.3. Not applicable to ANG.

4.3.4. (Added) ANG VCO program will consist of a binder with the minimum of the following:

4.3.4.1. (Added) VCO/VCNCO Appointment Letter.

4.3.4.2. (Added) Vehicle Instructor/Trainer Appointments.

4.3.4.3. (Added) List of Mission Essential Vehicles.

4.3.4.4. (Added) Review of Vehicle Authorizations/NGB 73, *Air National Guard Vehicle Authorization Request*.

4.3.4.5. (Added) AF IMT 601 or NGB 73.

4.3.4.6. (Added) VCO Master Listing/Hand Receipt.

4.3.4.7. (Added) Inspection Visits.

4.3.4.8. (Added) Vehicle Recall and MEL Plan.

4.3.4.9. (Added) Lesson Plans.

4.4.3.10. Not applicable to ANG.

4.5. **Fuel Issues.** FMF is responsible for the AFSS equipped for VIL. In the ANG, a local procedures (MOI) will be established to capture and track fuel dispensed from non-metered sources (i.e., bulk fuel trucks/trailers, etc.), and loaded into OLVIMS.

4.16.5. Report TCTO, one-time inspection, and service bulletin compliance/non-compliance updates to **afelm.vemso@langley.af.mil**, as inspection/repairs are completed. A courtesy copy will be forwarded to ANG/LGRD for all submitted compliance/non-compliance reports.

4.20.3.1. **NOTE:** For the ANG tracking of LSV will not be on the units VAL.

4.20.4.3. (Added) For tracking purpose ANG units can use an "X" for the registration number and management code 8499 for loading into the system. Using the model year and the last five digits of the serial number as the registration number (Example: 04X02345).

4.20.6.1. (Added) ANG will not limit the number of LSV or OGMVC assets purchased or mandate off-sets to vehicles authorization; these decisions will be left to local commanders and vehicle fleet manager. However, when requesting additional vehicles authorization these assets will be reviewed and may be considered to be a better asset than a registered vehicle.

4.23.5. (Added) Requests to change Commanders vehicle authorizations to SUVs authorizations will not be established for these positions and are not required as a mission essential upgrade.

4.23.6. (Added) Key areas regularly submitted as justification and staffed prior to establishing policy:

4.23.6.1. (Added) Title 40 USC, DoD 4500.36-R and AFI 24-302 requires that we authorize only the minimum number and minimum size vehicles to meet mission needs.

4.23.6.2. (Added) Public perception...vehicle authorization upgrades that can easily be viewed as a perk associated with rank or position must be minimized.

4.23.6.3. (Added) Executive order 13031 mandates a ten percent reduction of petroleum based fuel by 2005.

4.23.6.4. (Added) Occasional need for "4 X 4" capability does not justify fulltime authorization.

4.23.6.5. (Added) Sedan/Station Wagon authorizations are established requirement by the Air Force Allowance Standard and Basis of Issue.

4.24.8.6. (Added) Units requesting to establish new vehicle authorizations without a verifiable/programmable mission change, i.e., POM, OPLAN, PPLAN, etc., must include an offsetting/decrease from other wing authorizations. MAJCOM projected decreases resulting from mission changes are not to be considered as offsets.

4.24.8.7. (Added) Their are no vehicle allowance/authorization for state-appointed officers nor can vehicles be procured to support a state operation. Unit commanders may loan vehicles, on a short-term basis not to exceed 60 consecutive days, to ANG State Headquarters (Inter-service Support) where economies are realized and where the supporting unit's mission effectiveness is not impaired.

4.24.8.7.1. (Added) If a unit chooses to loan a vehicle, the guidelines in AFI 24-302 requiring all use of government vehicles to be utilized for "Official Use Only" must be followed.

4.26. **AF IMT 601, Equipment Action Request.** Within the ANG, the NGB 73 will be used in lieu of the AF IMT 601 when making changes to the unit vehicle authorization list. Use AF IMT 601 only when requesting to make changes to the Allowance Standards, 019 – 023.

4.26.6. Does this justification list the number of vehicles, LSVs and OGMVC (Golf Carts, etc.) authorized and assigned to the requesting unit and justify why co-utilization will not meet mission requirements.

4.29.4. Maintain NGB 73 for three years.

4.29.7. (Added) An AF IMT 601/NGB 73 that is disapproved by the MAJCOM will not be resubmitted for one year.

4.31.1. ANG VFM/VMS has authority to process excess non-critical vehicles to DRMS that meet the requirements of "A" thru "J" replacement codes and repair cost. All critical assets will be reported to ANG/LGRD for disposition instructions on a LTI.

4.33.2.3. (Added) Leased assets must be the same type and class as authorized on the MAJCOM VAL. When the same size/type vehicle is not available through GSA or local vendor to fill a MAJCOM approved lease, a smaller or larger class may temporarily substitute as long as there is no additional cost to the government. A non-availability statement must be obtained from the leasing agency and kept on file to support the unauthorized class being provided.

4.34.1. (Added) ANG/LGRD will provide funds for those vehicles that they mandate units to lease through GSA. Any additional charges caused by vehicle accidents, abuse or equipment add-ons will be funded from the using activities O&M funds.

4.40. **Markings. NOTE** : ANG See **Attachment 11 (Added)**.

4.42.5.4. (Added) Within the ANG License Plates will be mounted on the front and rear of AF/ANG vehicles that would be used on commercial roadways. The Special Purpose vehicle that would not be used on commercial roadways can be stencil IAW TO 36-1-191.

4.49.3. (Added) Units will establish a priority list by NSN, Noun and Quantity of their ten most needed vehicles to be submitted. The host unit VFM/VMS must consult with the GSU and reach a consensus on what vehicles will be submitted and in what order.   If a consensus cannot be reached, each concerned party should present their position to the MSG commander who will make the final decision and direct what vehicles will be submitted and in what order. Each organization is responsible for providing the required justification for vehicles submitted. The MSG Commander is the approving official and must sign the final list before it's submitted to ANG/LGRD. The priority buy program will be submitted to ANG/LGRD no later then the end of January unless units receive instructions otherwise from this office.

4.49.3.1. (Added) When allocations are received, the priority buy submission must be reviewed and a determination made concerning how allocated vehicles are to be distributed. Again, a consensus must be reached between the host unit and the GSUs with MSG Commander involvement. It is helpful to annotate the updated allocation list indicating which organization is to receive each vehicle allocated. The plan for distribution must be flexible and changes can be made if necessary to meet mission requirements. However, it is of the utmost importance that all organizations receive equal consideration.

4.59.9. (Added) ANG will primarily use OLVIMS (AFIS module) to process the REMS functions.

4.62.3. (Added) Processing ANG leased vehicles into the supply system units will follow guidance in **Attachment 10 (Added)**.

4.65.1. (Added) When reporting an excess vehicle to the MAJCOM units will always use the AFTO Form 91 from OLVIMS (electronically LTI form OLVIMS).

4.71.13. Retain the most current copy of the Vehicle Asset List, MO6, and the REMS/VIMS Reconciliation List, PCN SB004-013.

4.71.14. Not applicable to the ANG.

4.73.6. (Added) ANG units will correct any discrepancies in OLVIMS identified on the AFIS/Supply (M06) Asset Reconciliation List.

4.85.4.1. All monthly and quarterly processing reports will be completed not later than the tenth of each month with the AFIS file being forwarded to ANG/LGRD. Quarterly reports will be forwarded to ANG/LGRD not later than the tenth day of January, April, July, and October.

5.1.3. For the ANG units without an authorized position for materiel control, the VFM/VMS will ensure these duties are accomplished.

5.1.9. (Added) In the ANG these duties may be performed by a person other than a 2S0XX.

Section 5B—Specific Guidance. **NOTE**: This section will be followed to the fullest extent possible by the ANG due to manpower constraints.

Section 5C—Issue Procedures. **NOTE**: This section will be followed to the fullest extent possible by the ANG due to manpower constraints.

5.43. **Tire and Battery Management** : **NOTE**: This section will be followed to the fullest extent possible by the ANG due to manpower constraints.

7.5.2. Use of management code 4000 is optional for ANG.

7.12.2. All vehicles regardless of type will be checked daily, when used, and the appropriate operator's inspection guide signed off prior to the vehicle's use. If a vehicle isn't used daily or weekly it will be checked prior to use and the appropriate inspection guide signed off at least weekly.

7.19. Use of AF IMT 754 is optional for ANG.

Section 7G—AF Form 1829, Refueling Equipment Inspection Data Record. Not applicable provided these special inspections are loaded in OLVIMS.

Section 7H—AF Form 1830, Refueling Equipment Hose Installation and Hydrostatic Test Data Record. Not applicable provided these special inspections are loaded in OLVIMS.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORAMTION

Abbreviations and Acronyms

ANG—Air National Guard

DRMO—Defense Reutilization Management Office

MOI—Maintenance Operating Instruction

VOC—Vehicle Out of Commission

Terms

Bi-fuel—Those vehicles identified in AFCSM 24-1 using fuel Codes "B", "F", "Q", "R", and "H".

Dedicated alternate fuel—Those vehicles identified in AFCSM 24-1 using fuel Codes "C", "U", "Z", "E", "P", "V" and "6".

Dual-fuel—Those vehicles identified in AFCSM 24-1 using fuel Codes "S" and "W".

Flex-fuel—Those vehicles identified in AFCSM 24-1 using fuel Codes "A" and "M".

GGE—Gasoline Gallon Equivalent; the quantity that alternate fuel converts to as gasoline gallon equivalents, using the following conversion formula:

1. CNG at 2400psi gallons x 0.18 = GGE

2. CNG at 3000psi gallons x 0.225 = GGE

3. CNG at 3600psi gallons x 0.27 = GGE

4. Biodiesel B20 gallons x 1.126 = GGE

5. Electric KWH x 0.03 = GGE

6. LNG gallons at 14.7psi gallons x 0.66 = GGE

7. LPG gallons x 0.74 = GGE

8. M-85 gallons x 0.60 = GGE

9. E-85 gallons x 0.70 = GGE

Attachment 9 (Added)

ANG ORGANIZATIONAL USER CODES

A9.1. (Added) Codes used in OLVIMS, AFIS, DAFIS and CAFIS are in the Table A9.1. (Added) through Table A9.11.

Table A9.1. (Added) Logistic Readiness Squadron Code Table.

0O	AWAITING DISPOSTION- EXCESS
OW	WRM
AB	VEHICLE MAINTENANCE
AC	VEHICLE OPERATIONS/UDI
AE	TMO
AF	AERIAL PORT
AG	BLANK
AH	FLEET SERVICE
AL	LOGISTIC PLANS OFFICE
AT	CRTC SUPPORT
HA	REFUELING
HB	BASE SUPPLY
HC	MATERIAL STORAGE (Supply)
HD	PICKUP AND DELIVERY

Table A9.2. Support Group Code Table.

BA	COMMANDER
BB	BLANK
BC	RECRUITING
BD	BANDS
BE	SAFETY
BF	CONTRACTING
BG	COMMUNICATION FLIGHT
BH	WEATHER
BI	SERVICES
BJ	INFORMATION MANAGEMENT
BK	PHOTO LAB
BL	BLANK
BM	WINGSTAFF/ORDERLY ROOM
BN	BLANK

Table A9.3. Other Communication Units Code Table.

CA	COMBAT COMMUNICATION SUPPORT
CB	137S WS
CC	TEST EVALUATE SQ SUP
CD	AIR TRAFFIC CONTROL SQ
CE	AIR CONTROL SQUADRON
CH	GCA/RAPCON
CI	IWAS SUPPORT
CJ	ASOS
CK	ASOC
CL	EIS SUPPORT
CM	AIR OPERATION GROUP
CN	COMBAT COMMUNICATION GROUP
CO	127WG COMM GROUP
CS	CAC SQ

Table A9.4. Training Code Table.

DA	REOTS TRAINING
DB	ABO TRAINING
DC	139AW AAT TRAINING CTR
DD	134ARW PMEC
DE	SNOWBIRD
DF	RRR
DG	RHST
DH	107ACS SCHOOL
DJ	JSTARS TRAINING

Table A9.5. Force Protection Code Table.

FA	FORCE PROTECTION
FB	SECURITY
FC	CATM

Table A9.6. Medical Code Table.

JA	MEDIC
JB	BIO-ENVIROMENTAL
JC	AEROMED
JD	MRTFS

Table A9.7. Operations Group Code Table.

KA	BASE OPERATIONS
KB	CPU SUPPORT (JSTARTS)
KC	CREW TRANSPORTATION
KD	ORG SUPPORT ACFT
KE	AIR FIELD MANAGEMENT
KF	ALCE
KH	SAFETY OF FLYING (SOF)
KI	FOLLOW-ME
KJ	INTELLIGENCE SQUADRON
KK	PARARESCUE

Table A9.8. Aircraft Maintenance CE Code Table.

LA	MXS
LB	QUALITY CONTROL
LC	AGS
LD	JOB CONTROL
LE	PHASE DOCKS
LF	WEAPONS LOAD
LG	AVIONIC SYSTEM
LH	FUEL MAINTENANCE
LI	NDI
LJ	MXS TOOL SUPPORT (JSTARS)
LK	ENGINE SHOP
LL	HYD SHOP
LM	MUNITION
LN	TRANSIT SUPPORT
LO	FABRICATION
LP	MATERIAL CONTROL
LQ	AGE SHOP
LR	EXPEDITER (JSATRS)
LS	ELECTRIC SHOP MXS
SLT	TIRE SHOP
LU	EGRESS SHOP
LV	METAL TECH (WELDING SHOP)
LW	ENVIRONMENTAL MXS

LX   BLANK

LY   PMEL

LZ   MOS/MOC

Table A9.9. Civil Engineering Code Table.

NA   FIRE DEPARTEMENT

NB   BCE

NC   BARRIER MTN

ND   PVMT & GROUNDS

NE   POWER PRODUCTION

NF   INT/EXT ELECT SHOP

NG   EOD

NH   DIS PREP

NI   HEAT/AC/REFG

NJ   PLAN/MAT CTR

NK   STRUCTURAL/METAL

NL   MASON/CARPENTER

NN   RED HORSE SQ

NO   REFUSE

NP   MTNS ENG/ENVIR

NQ   LIQUID FUELS

NR   PLUMB/WTR/WSTE

NS   ENVIRONMENTAL SHOP

Table A9.10. Ranges Code Table.

RA   RANGE SUPPORT

RB   DET 2 FT DRUM

RC   299RANGE

Table A9.11. Other Units Code Table.

ZA   ANG TENANT SUPPORT

ZB   JEFFERSON BARRICKS

ZC   LIBBY FIELD SUPPORT

ZD   ACMI (CRTC)

ZE   MUNITION STORAGE AERA (MSA)

ZF   TANKER TASK FORCE

ZI   DET 2, 108ARW

ZJ	DET 1, WA
ZK	ALERT SUPPORT (1ST AF)
ZL	ANGIE SUPPORT (DOBBINS AFRB)
ZM	ACFT TRAINING SUPPORT
ZN	CE TECH CENTER
ZO	NEADS
ZP	WEADS
ZQ	SEADS
ZR	ANGRC SUPPORT
ZS	REGIONAL PAINT FACILITY
ZT	VEH MAINT SCHOOL (146AW)
ZW	162TFTG SUPPORT

Attachment 10 (Added)

GSA LEASE CONVERSION

Figure 10.1 (Added) Procedure for loading GSA leased vehicles into AFIS.

Step 1.　　Make sure the GSA DODAC (SRAN) FE2609 is loaded in base supply, or have supply load. Use the physical address for your GSA region.

Step 2.　　From the main menu in AFIS back up your data.
　　　a. Go to System Maintenance Menu
　　　b. Backup/Restore Files
　　　c. Backup Files

Step 3.　　You will then need to ship the Air Force asset to GSA.
　　　a. Go to Asset Information Menu
　　　b. Use DODAC code of FE2609
　　　c. This will create a TIN transaction, you will then need to hit the F5 key to edit this transaction, AFIS has a few glitches in it.
　　　d. Go to Ship, Salvage, Rotate Menu
　　　e. Make sure you use "U.S. Government, other than DOD.
　　　f. The tin will look like this on screen:

Example 1:
TIN　　2310011736113　　EA0001E896VV0260003A470577　A2　S　　93B3614　UG 4C
　　　1. Change the 0 to a 4 for this calendar year (2004).
　　　2. Change the U to a P for the right STATUS code.
　　　3. It will look like the example below when finished
　　　4. Delete the 4C that AFIS puts in there.

Example 2:
TIN　　2310011736113　　EA0001E896VV4260003A470577　A2　S　　93B3614　PG
Your final step is to notify TMO that they will need to delete your 1348-1A from CMOS so they don't ship your vehicle asset.
NOTE: ensure the vehicles are also dropped from OLVIMS using the AX transaction. Do not do in duel month status!!!

Step 4.　　In AFIS you will have to build the new stock numbers into the 1301 file.
NOTE: You will have to manually load the new GSA stock number in SBSS
　　　　　Go to Asset Information Menu
　　　　　Go to the TO 1301, Management Menu
　　　　　SELECT Edit the Index
　　　　　ENTER Prime stock number
　　　　　Copy all information from screen

ENTER ^W

Add to the index

NOTE: In-use stock number for 7 pax van is 2320PG1736113, Management code is B188, Nomenclature is TRK CRL 4X2 7 PAX, standard cost is 23051, I&S stock number is 2320011736113, Management Code Master is B188, Item Manager is SD, Miles/Hours is M, DOD group code is M, Rems Item Code is S, Life Expectancy miles is 096, life expectancy years is 12, military commercial design is C.

NOTE: In-use stock number for 15 pax is 2320PG0366569, Management code is B192, Nomenclature is TRK CRL 4X2 15 PAX, standard cost is 23867, I&S stock number is 2320010366569, Management Code Master is B192, Item Manager is SD, Miles/Hours is M, DOD Group Code is M, Rems Item Code is S, Life expectancy miles is 120, life expectancy years is 10, military commercial design is C.

Control W to save.

Step 5:   Go to the Base VAL Program Menu to delete the old VAL serial number

Delete an authorization (type in VAL serial number)

D to delete, "Y" are you sure

Step 6:   Now you have to reload the authorization with the new VAL serial number.

Go to Base VAL Program Menu

Add to Base VAL

Type in the required information   NOTE: Equipment code to "L".

Step 7:   Load new lease vehicle in AFIS

GO to M06 Menu

SELECT Add/Delete a Lease Vehicle

SELECT Add A New Lease Vehicle

ENTER the vehicle license plate number as Lease REG #. NOTE – eight spaces required.

ENTER Lease NSN (i.e., 2320PG1736113 for B188)

Select and enter VAL serial number of lease authorization detail.

NOTE: This will create a FED transaction that will have to be edited also, all you have to edit on it is the date after the E896VV02600003 will look like this E896VV42600003.

NOTE: You must be authorized to process FED through supply on your password or it will reject.

Step 8:   After completing all of this you will need to download your data to transfer to the SBSS.

Go to the Main Menu

Go to system maintenance

Back up data

Go back to main menu

Transfer to Supply

Download data to a disk

Process through SBSS

Attachment 11 (Added)

MARKING OF ANG VEHICLES

A11.1. (Added) Non-essential markings are defined as alterations or an addition to graphics for morale or other purposes that differ from the original TO 36-1-161 chapter two marking scheme.

A11.2. (Added) This guidance addresses registered AF/ANG Vehicles and GSA Vehicles. The following guidance will be adhered to when marking any vehicle.

A11.3. (Added) All plans for nonessential markings by the user will require pre-approval from Wing Commander, Vehicle Maintenance Superintendent and ANG/LGRD by letter before installation of markings.

A11.3.1. (Added) Include design sketch or photo of the proposed marking.

A11.3.2. (Added) Authorization letter pre-approval by Wing Commander and Vehicle Maintenance Superintendent.

A11.4. (Added) All cost of installation, materials, and material removal of all nonessential vehicle markings will be the responsibility of the vehicle using organization. All nonessential markings must be removed without damage to the surface coating of the vehicle. All nonessential markings must be removed prior to shipment to other using agency, or Defense Reutilization Management Office (DRMO). Markings will not be affixed to glass that may obstruct the view of the driver.

A11.5. (Added) Non-essential markings will be kept to a minimum. Markings will not be in direct violation of TO 36-1-191, or Department of Transportation regulations. Nonessential markings will not violate AFOSH standards.

A11.6. (Added) Nonessential markings will be in good quality, in good taste, not discredit the Air Force or Air National Guard and have sensitivity to diverse cultures of American society. All markings will not contain copyrighted material, i.e., Disney characters, unless the unit has specific written approval from the copyright holder (which must be submitted with the package). Most Base/Wing Shields, and Base/ Squadron designators, would be considered acceptable. Markings identifying call signs for local task forces and mutual aid agreements are authorized.

A11.7. (Added) All ANG vehicles that are leased from GSA, where the unit wants to change or add nonessential marking, will require the approval by the GSA representative. The using organization will submit a request through the Vehicle Superintendent with the Wing Commander's approval on what markings will be added to the vehicle. The using organization will be responsible for the funding of all material installation and removal prior to returning vehicle back to GSA. Units will comply with GSA policy for retuning vehicles.

Daniel James III, Lieutenant General, USAF
Director, Air National Guard